

# NORTHAMPTON RECREATION DEPARTMENT REGISTRATION FORM

Today's Date: \_\_\_\_\_

## ADULT 1

Adult (first) \_\_\_\_\_ (last) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email: \_\_\_\_\_

## ADULT 2

Adult (first) \_\_\_\_\_ (last) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## Other than Parent

Emer. Contact \_\_\_\_\_ Phone \_\_\_\_\_

Emer. Contact \_\_\_\_\_ Phone \_\_\_\_\_

## Household Members

	DOB	Grade	Age	School
	Entering Fall 2006			
Dependent 1 _____	M/F _____	_____	_____	_____
Dependent 2 _____	M/F _____	_____	_____	_____
Dependent 3 _____	M/F _____	_____	_____	_____
Dependent 4 _____	M/F _____	_____	_____	_____

Name of Participant	Name of Program	Session	Day	Basic Program Fee	Total Non-Res Fee	Total Fee

## KidZone & AIR Program Options

Extended  
Day Fee

One Week Fee  
Indicate Dates- KZ Only

Half Day Fee  
AM or PM KZ Only

Swim Lessons Fee  
(KidZone Only)

Total

Session A					
Session B					
Session C					
Session D		not avail.		not avail.	

## Pass Purchase

(Aquatic & Family Center or  
Musante Beach)

Pass Description

Pass Type

Total Fee


**Total Due:**

## Office Use Only:

Amt. Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Entered \_\_\_\_\_  
 Amt. Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Entered \_\_\_\_\_  
 Amt. Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Entered \_\_\_\_\_  
 Amt. Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Entered \_\_\_\_\_  
 Amt. Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Entered \_\_\_\_\_

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Charge my: ☐ Visa ☐ MC Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature of Card Holder: \_\_\_\_\_

## Recreation Department - Office Hours

**Monday - Friday 8:30-4:30 413-587-1040**

**[www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation)**

**Registration:** Complete the registration form. Be sure to include all the appropriate information for each participant. Cut out the registration form and enclose the correct fee. If using mail-in, drop slot or fax registration, be aware that you are registered unless we inform you otherwise. Registrations are accepted on a first come first serve basis.

**Financial Assistance:** Confidential applications may be made to the Recreation Department, if a hardship exists the applicant may be granted a reduction in fee at the discretion of the Recreation Staff. All participants are required to pay at least 50 % of the program fee.

**Full Programs:** Registration may be limited due to subject matter, space limitation and leadership ratio. If a program is filled, your name will be placed on a waiting list. If this happens you will be notified by phone and your payment will be returned.

**Payment:** Make checks payable to the City of Northampton. We accept VISA and MASTER CARD. Full payment must accompany your registration. The only exceptions are KidZone, Adventures in Recreation, and Teen Expeditions, in which 50 % of total balance must be paid at the time of registration. **All balances are due two (2) weeks prior to the start of the program.**

**Inclement Weather:** If programs are cancelled due to inclement weather, it will be announced on the Recreation Department's cancellation hotline, 587-1044 or listen to WHMP 1400am.

**Refund Policy:** All Refund requests must be made in writing to the Recreation Department.

### Programs:

- A full refund will be given when a program/trip is cancelled.
- All requests must be submitted at least one week prior to the start of the program.
- There is a \$10 service charge for all refunds. If a program fee is less than \$10, 50% of the fee is charged.
- There are no refunds once a program begins.

### Trips

- Refunds for trips will not be given unless one of the following occurs:
- The trip is cancelled.
- A replacement is found to take the trip.

### Memberships

- Refunds will only be given in case of physical impairment. Proper medical documentation is required. Refunds are prorated from the day the membership was purchased to the day the request is received.

Please allow 4-6 weeks for your refund check to be processed.  
Any programs with special policies void the preceding.

### Non-resident Fees

Nonresidents will be accepted into the programs on a space available basis for an additional charge. Some Recreation Dept. administrative and programmatic costs are covered by Northampton tax dollars. Therefore, those who are not residents of Northampton, Florence, or Leeds are assessed the following extra fee, unless otherwise noted.

To qualify as a resident, an adult must live or own property in Northampton, Florence, or Leeds. A child must live in the City.

Non-resident adult participating in a program who works in N'ton, Florence, or Leeds: \$5

Non-resident child participating in a program who attends school in N'ton, Florence or Leeds: \$5  
Nonresident: \$10

Not to exceed \$50/ family per program

### Photographs of Activities:

Occasionally Northampton Recreation Staff will take pictures of our programs for use in our program guide. If you or any member of your family are a participant of a program and DO NOT wish to have a picture of you used, please contact our office at 587-1040 before the end of the program. By not contacting our office, you give permission for use of activity photos in Northampton Recreation Department's promotional material.

**Brochure Changes:** The Northampton Recreation Department reserves the right to change or alter information printed in this publication such as policies, fees, times or locations.